

Appendix A - Fonts and Style Instructions

What information is contained in this appendix?

WSDOT wants to create environmental documents that have a similar look and feel. WSDOT also wants to incorporate elements such as sidebars and white space to help make documents easier to read. To accomplish these goals, WSDOT is providing font and document styles for people to use when creating environmental documents using Microsoft Word. This appendix includes:

- Font style sheet for WSDOT environmental documents
- Example of font styles applied to a mock-up document

The font style sheet gives you the information you need to set up your Microsoft Word document so it looks like the *Reader-Friendly Document Tool Kit*. You can either set up your own template in Microsoft Word using these style specifications, or you can use a tool called the Document Creator, that already has the document styles set-up for you. It is your choice.

If you choose to use the Document Creator you **must read the instructions provided in Appendix B before you use it.**

Please note - the Document Creator is a licensed product and it can only be used to create WSDOT documents.

Font Styles for WSDOT's Environmental Documents

Bullet

- Normal + Indent: Hanging 0.25", Bulleted, Tabs: 0.25", Automatically update

Caption Picture

Font: Arial Narrow, 8 pt, Italic, Expanded 0.6 pt, English (U.S.), Kern at 8 pt, Flush left, Line spacing exactly 12 pt, Space before 4 pt after 6 pt, Widow/orphan control

Chapter Heading

Font: Arial, 22 pt, Bold, English (U.S.), Kern at 22 pt, Flush left, Line spacing exactly 22 pt, Space before 72 pt after 72 pt, Widow/orphan control, Border: Bottom (Single solid line, Auto, ½ pt Line width), Border spacing: 1 pt

Chapter Summary

Normal + Font: Italic, Space after 16 pt

Exhibit Number

Normal + Font: Arial, 8 pt, Bold, Kern at 8 pt, Right 0", Line spacing at least 8 pt, Space after 0 pt

Exhibit Title

Exhibit + Font: 12 pt, Kern at 12 pt, Line spacing exactly 12 pt

Footnote Text

Normal + Font: Arial, 7 pt, Expanded 0.6 pt, Kern at 7 pt, Line spacing exactly 12 pt, Space before 3 pt

Header Text

Normal + Font: Arial, 8 pt, Kern at 8 pt, Right 0", Line spacing exactly 8 pt, Space before 6 pt after 12 pt, Tabs: 0.25", 6.25" right flush, 6.5" right

1 Heading 1 Style

Normal + Font: Arial, Bold, Indent: Hanging 0.25", Keep with next, Level 1, Numbered, Tabs: 0.25"

Heading 2

Normal + Font: Arial Bold, 11 pt, Bold, Line spacing exactly 14 pt, Space after 0 pt, Keep with next, Level 2

Heading 3

Normal + Font: Arial, 11 pt, Expanded 0.3 pt, Kern at 11 pt,
Line spacing exactly 14 pt, Space after 0 pt, Keep with next,
Level 3

1. List Number

Normal + Indent: Hanging 0.25", Numbered, Tabs: 0.25"

Major Heading

Normal + Font: Arial, 18 pt, Bold, Line spacing exactly 18 pt,
Space before 12 pt after 9 pt

Margins

Top: 1.25". Bottom: 1". Inside: 1". Outside: 1".

Left Side (text and large tables): 4.25" wide.

Right Side (sidebar and photo area): 2" wide.

Normal Text

Font: Times New Roman, 12 pt, English (U.S.), Kern at 12 pt,
Right 2.25" Flush left, Line spacing exactly 16 pt, Space after 8
pt, Widow/orphan control

Sidebar Heading

Font: Arial, 8 pt, Bold, English (U.S.), Kern at 8 pt, Flush left,
Line spacing exactly 12 pt, Space before 6 pt, Widow/orphan
control, Border: Top (Single solid line, Auto, ½ pt Line width),
Border spacing: 1 pt

Sidebar Text

Sidebar Heading + Font: Times New Roman, 9 pt, Not Bold,
Kern at 9 pt, Border: Top (No border), Bottom (Single solid
line, Auto), Border spacing: 0 pt

Table Footnote

Table Text + Font: 6 pt, Italic, Expanded 0.6 pt, Kern at 6 pt,
Line spacing exactly 10 pt, Space before 0 pt after 0 pt

Table Headings

Normal + Font: Arial, 8 pt, Bold, Expanded 0.6 pt, Kern at 8 pt,
Right 0", Line spacing exactly 11 pt

Table Text

Normal + Font: Arial, 8 pt, Right 0", Line spacing exactly 12
pt, Space before 2 pt after 2 pt

Chapter 1 Chapter Heading

This document has been formatted using WSDOT's new document and font styles for environmental documents. This text style is called chapter summary, and the chapter heading style is shown above. WSDOT is developing a tool called the Document Creator that will automatically set up your Microsoft Word document to look like this one, but it is not yet available for use. In the interim, if you plan to create your environmental document using Microsoft Word, please format your environmental documents so they look similar to this document.

Major Heading Style

The major heading style should be used in cases when you need a heading to come before the heading 1 style. Heading 1 is the heading you should use for your main questions in your document. Look at the *Reader-Friendly Document Tool Kit* for additional examples about when Heading 1 should be applied.

1 Heading 1 Style

Heading 1 is shown above. This text is the normal text style, and it is the style you will use most frequently throughout your document.

Heading 2 Style

Heading 2 is shown above. Normal text should also be used under the heading 2 style.

Sidebar Heading Style

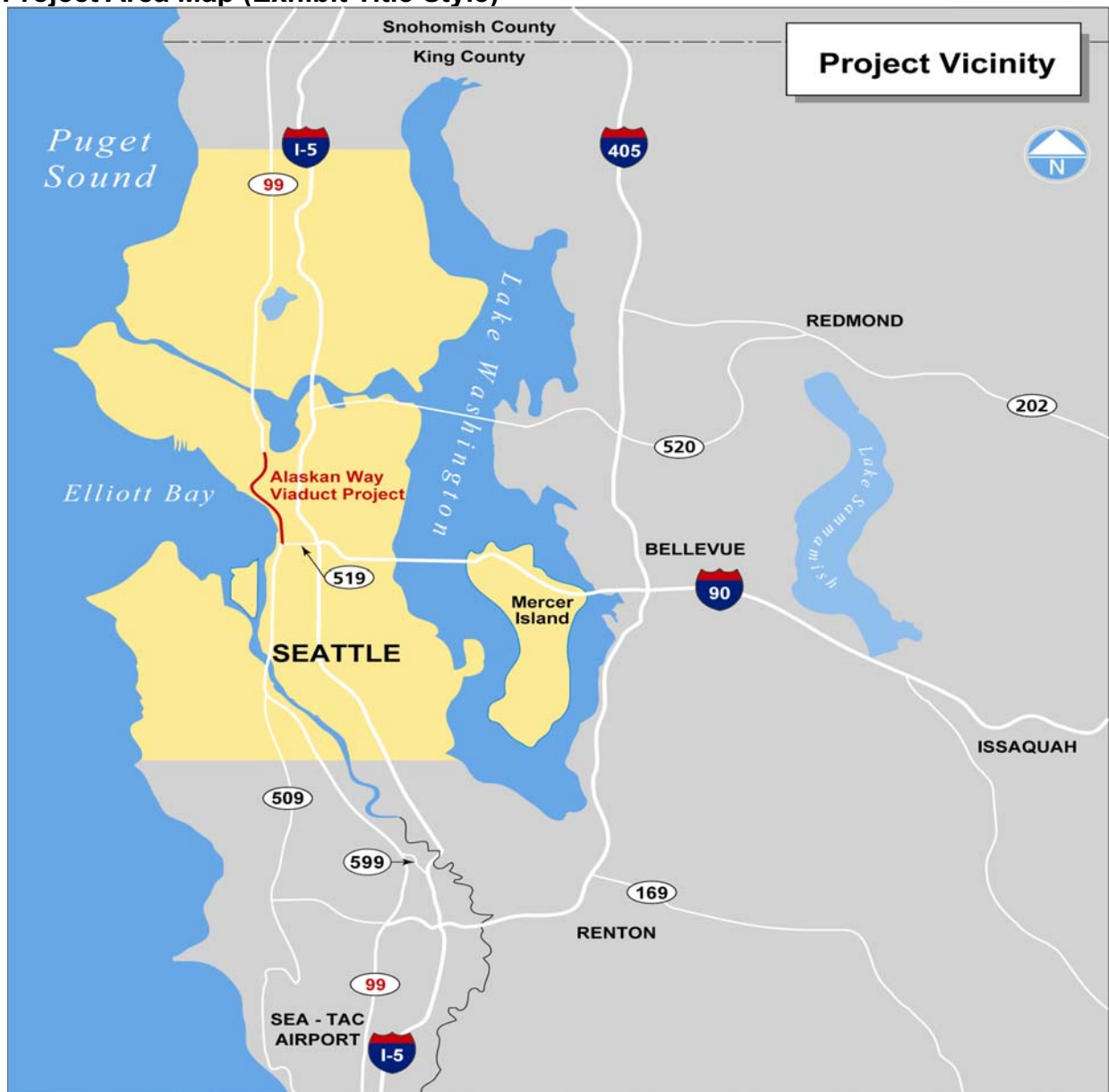
This is what your sidebar heading and text should look like. Also notice the lines at the top and bottom of the sidebar.

Heading 3

Heading 3 is shown above. The map below shows you styles for exhibit numbers, exhibit titles, and captions. There are three places to put graphics: across the entire width of the page, on the left side with most of your text, or on the right-side with sidebars.

Exhibit 1-1 (Exhibit Numbering Style)

Project Area Map (Exhibit Title Style)



Caption Picture Style – Captions should look like this

2 What heading style is this?

This is heading 1 again with a footnote reference¹. The photos shown below span across the left-hand side of the document.



This is an example of how your graphics can be shown in the same area as your text.

Here is some more normal text for you to see how it looks like when you've got it surrounded by pictures and tables.

3 What should a table look like?

Format your tables to look like the one shown below. The table below shows you what a table looks like if it is located on the left side of your document. Bigger tables can stretch across the page, and smaller tables can be shown in the right-hand margin like the photo shown to the right.

Exhibit 1-2
Table Title

Location (Table Heading Style)	Population	Average Household Size
Bellevue (table text style)	109,569	2.37
Kirkland	45,054	2.12
Bridle Trails	10,689	2.24
Northtowne	5,705	2.12
Lakeview	2,583	1.64
Bel-Red/Northup	2,438	2.20

Table Footnote Style: Table footnotes look like this



Caption Picture Style - This is an example of a picture placed in the right margin. Make sure it's the same width as a sidebar

¹ Footnote Style: Author Surname, Author First Name. *Title of Publication*, Date.

4 What bullets and numbers look like?

Bullets and numbering within the text should look like this:

- Here is bullet number 1
- Here is bullet number 2

If you need to create a numbered list it should look like this:

1. This is the first item listed
2. This is the second item listed

This is more of the normal text style.